

CITY OF AUBURN



Request for Proposal for Solar Energy Services

**City of Auburn Public Works Department
1225 Lincoln Way
Auburn, California**

February 17, 2023

City of Auburn
1225 Lincoln Way
Auburn, CA 95603
530-823-4211

Date of Issuance: February 17, 2023
Submittal Deadline: March 6, 2023

Introduction

The City of Auburn (City) is issuing this Request for Proposals (RFP) pursuant to California Government Code section 4217.10 et seq., Auburn Municipal Code section 37.10, and other applicable law.

The City intends to produce power to offset electricity use at City-owned sites, reduce energy costs, and reduce the City's carbon footprint. Thus, the City is seeking a qualified contractor/vendor (Contractor / Company) to design, fabricate, deliver, and install roof-mounted and ground-mounted utility-interactive solar photovoltaic (PV) systems at six (6) sites in the City of Auburn.

I. Background and Overview

The City of Auburn is situated in the foothills of the Sierra Nevada Mountains approximately 35 miles northeast of Sacramento in Placer County. Auburn's current population is 13,900.

One ground-mounted system will be located at 1225 Lincoln Way, Auburn CA, 95603. This site will require the construction of solar carports prior to the installation of the solar energy system.

Given the amount of area available for a ground-mounted system, it is appropriate to have a portion of this system be roof-mounted to meet the desired energy yield. Thus, the system at 1215 Lincoln Way will be either a roof- and ground-mounted system or a roof only mounted system. The roof at this site is seven (7) years old and in good condition to receive solar improvements.

A roof only mount system will be located at 11500 Blocker Drive, Auburn CA, 95603. This site has a metal roof, in good condition, that can support the solar energy services as-is.

A roof only mount system will be located at 485 High Street Auburn CA, 9563. The roof at the PD Station is seven (7) years old and in good condition to receive solar improvements.

A roof only mount system will be located at 226 Sacramento Street, Auburn CA, 95603. The roof at this location is seven (7) years old and will be in good condition to add solar improvements upon the completion of repairs separate from this RFP.

The final roof only mount system will be located at 901 Auburn Folsom Road, Auburn CA 95603. This roof is over 30-years old and will require a complete reroofing to support solar infrastructure.

II. Scope of Work

The City of Auburn is inviting firms to submit proposals to provide services for a solar energy project at the six (6) separate locations noted above. The contractor awarded this project shall provide all professional and construction services as necessary to complete the work. The Contractor shall also propose to do the financing, developing, designing, constructing, owning, operating, and maintaining the solar photovoltaic power systems.

The Contractor shall delineate his or her entire proposal to include, at a minimum, specific parts and/or processes used to complete the specifications described below. For example, each site will

include permits, materials, interconnection agreements, bonds, engineering, etc. Each of these phases should be listed as a line item, showing the separate cost of each phase. Additionally, proposals shall include two options for the energy system at 1215 Lincoln Way: (1) roof-mounted system only; and (2) roof- and ground-mounted system.

Contractor shall provide a total “turnkey” project including all necessary permits, equipment, materials, design, manufacturing, and installation services for the installation of:

- One ground-mounted system (solar carports) located at 1225 Lincoln Way, Auburn, CA, 95603 (City Hall Site). The system size should be no less than 80 kW/dc with a minimum yield of 125 kWh/kWp.
- Either a roof only mount system or a roof- and ground-mounted system located at 1215 Lincoln Way, Auburn, CA, 95603 (Police Station Site). The total system size should be no less than 120 kW/dc with a minimum yield of no less than 175 kWh/kWp.
- One roof-mounted system located at 11500 Blocker Drive, Auburn, CA, 95603 (Corp Yard Site). The total system size should be no less than 30 kW/dc with a minimum yield of no less than 40 kWh/kWp.
- One roof-mounted system located at 485 High Street, Auburn, CA, 95603 (Fire Station 1, Martin Park Site). This system should be no less than 15 kW/dc with a minimum yield of no less than 18 kWh/kWp.
- One roof-mounted system located at 226 Sacramento Street, Auburn, CA, 95603 (Fire Station 2, Gietzen Station Site). The total system size should be no less than 25 kW/dc with a minimum yield of no less than 36 kWh/kWp.
- One roof-mounted system located at 901 Auburn Folsom Road, Auburn, CA, 95603 (Fire Station 3, Maidu Station Site). The total system size should be no less than 25 kW/dc with a minimum yield of no less than 36 kWh/kWp.
- Include an estimated amount of depreciation of the capital asset, if applicable.
- Provide recommended maintenance schedule with a retractable line item if the City elects to perform this in-house.

Once completed, all systems will connect to the City’s electricity service provider. The City reserves the right to select all or any portion of the above project list and all or any portion of the project as to a particular site.

The selected Contractor shall install the project such that it is operational and compliance with all applicable standards, building codes, PG&E interconnection requirements, and CPUC requirements. The Contractor shall include specifications, calculations, and drawings in the design package and submit it to the City of Auburn for review and approval. After approval by the City of Auburn of the

final design package, the Contractor shall provide all necessary construction services to successfully complete the PV system installation.

III. Disadvantaged Business Enterprise (DBE) Program

The City of Auburn has an established Disadvantaged Business Enterprise (DBE) program. It is the policy of the City to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in public works contracts.

Contractors (and all sub-contractors) shall not discriminate on the basis of race, color, national origin, or sex in the performance of the awarded contract. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of contracts. Failure by the Contractor to carry out these requirements is a material breach of the awarded contract, which may result in the termination of the contract or such other remedy, as deemed appropriate.

IV. Proposal Evaluation Criteria

Each Proposal will be evaluated according to the criteria below.

A. General information (10 points)

Provide a general description of the company that is submitting the Proposal, including any sub-contractors the Contractor may use in completing the work. Provide an organization chart identifying key staff members that will oversee the work under this contract. For the key staff members please provide the following:

1. Length of time with the Company.
2. Total number of years of experience.
3. Applicable professional licenses, including state and year they were obtained.
4. A list of projects worked on with similar scope of work.

B. Experience and qualifications of the firm/team and key personnel (30 points)

Provide a summary of similar municipal projects on where the Contractor provided similar services. For each listed project, please provide the following information:

1. Project name and location.
2. Name of project owner and/or client.
3. A description of the services provided.
4. Approximate dates of the projects.
5. Project references (two contacts per project, including current telephone numbers).

Include similar information for all City of Auburn projects where the Contractor has construction services in the last five years, completed or ongoing.

C. Understanding of the project and approach to performing the required services (50 points)

Discuss any major issues the Contractor has identified in providing these solar energy services. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the particular expertise your Company offers and how you propose to use that expertise to benefit the City by adding value on the project.

D. Current workload and ability of the Contractor's Work Force to start immediately (10 points)

Provide a table/list that summarizes available time for the Contractor's and Sub-Contractor's workforce and equipment. Also, include a statement identifying when the Contractor would be available to start work on the project that may be assigned if selected for this contract.

There is no expressed or implied obligation for the City of Auburn to reimburse responding companies for any expenses incurred in preparing the Request for Proposal. Materials submitted by responding Contractors are subject to public inspection under the California Public Records Act (Government Code Section 6250 et seq.) unless exempt. Any language purporting to render the entire Request for Proposal confidential or proprietary will be ineffective and will be disregarded.

Please note that this Request for Proposal shall provide a detailed cost estimate for various types of work that the Contractor maybe called upon to do based on information provided in Appendix B. Compensation for the work completed by the Contractor will be based on the unit quantity costs submitted in the Contractor's proposal.

V. Submittal Requirements

Provide **five (5) copies of the Request for Proposal by 4:00 PM on March 6, 2023**. Copies shall be submitted in a sealed package plainly marked "Request for Proposal, City of Auburn Solar Energy Services." The package shall bear the consultant's name and address.

All submittals should be sent or hand-delivered to:

**City of Auburn ~ Public Works Department
Attention: Mengil Deane, Public Works Manager
1225 Lincoln Way, Room 3
Auburn, CA 95603**

Although firms are strongly encouraged to respond with a physical copy at the above address, proposals can also be emailed to mdeane@auburn.ca.gov. Note that hard copy responses must include an electronic, PDF copy of the content on a flash drive.

Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- Receipt of submittal by the specified cut-off date and time.
- Receipt of the number of copies of the submittal specified.
- Delivery of submittal to correct location.

The City of Auburn reserves the right to accept or reject any and all Request for Proposals. The City is an equal opportunity employer.

VI. Selection Process and Schedule

The City will evaluate each of the Proposals based on the Evaluation Criteria (Section IV) and Submittal Requirements (Section V). If determined to be in the City's best interest, the City reserves the option of selecting a shortlist of Companies to be invited for an oral presentation and interview. If oral presentations and interviews are conducted, the top-ranked Companies will be chosen based on a combination of evaluation results of the Proposals, oral presentations / interviews, and unit costs.

The deadline for questions is Thursday, March 1, 2023. Contractors can view responses to inquiries by registering for CIPLIST.com. They can also elect to attend an optional pre-proposal conference on-site as well. The preproposal meeting will be at 1:00 PM Friday February 24th in the Council Chambers at 1225 Lincoln way Auburn CA, 95603. The intent of this solicitation is to have completed interconnection agreements with PG&E prior to the expiration of NEM 2.0 on April 13th, 2023.

The **tentative** schedule for this selection process is identified below.

- RFP Published: February 17, 2023.
- Pre-Proposal Meeting: February 24, 2023 at 1:00 PM.
- Questions from Proposers due: March 1, 2023, at 4:00 PM.
- Responses to Questions and Amendments published: March 2, 2023.
- Proposals due: March 6, 2023, at 4:00 PM.
- Evaluations of Submissions: March 6 & 7, 2023.
- Notification of Selection: March 7, 2023.
- Public Hearing and City Council meeting for Contract Approval, Notice of Award: March 13, 2023.
- Interconnection Agreements with PG&E Complete: On or Before April 12, 2023.

The City reserves the right to award the contract to the responsible Contractor whose proposal is determined by the City Council to be the most advantageous to the City, all in accordance with Auburn Municipal Code section 37.10, Government Code section 4217.10 et seq., and other applicable law. By submitting a Proposal in response to this request, the Contractor certifies that they have reviewed the City of Auburn's construction services agreement (included in Appendix A with this Request for Proposal), including insurance requirements, and, if selected, will execute the City's required construction services agreement without modification or exceptions.

To be awarded this energy services contract, the City Council of the City of Auburn must find that the anticipated cost to the City for thermal or electrical energy or conservation services provided by the solar energy systems under the contract will be less than the anticipated marginal cost to the City of thermal, electrical, or other energy that would have been consumed by the City in the absence of these purchases.

VII. General Information

Request for Proposals Listing: This Request for Proposal is listed on the City's web site. The address is: www.auburn.ca.gov. The RFP is also listed on CIPlist.com.

Instructions: The City of Auburn shall not be held responsible for any oral instructions. Any changes to this Request for Proposals will be done by addendum, which will be furnished to all registered Request for Proposal holders.

Companies receiving a copy of this Request for Proposal must register as a Request for Proposal holder with Mengil Deane, Public Works Department at City Hall Room 3, 1225 Lincoln Way, Auburn, California, 95603; via e-mail at mdeane@auburn.ca.gov or must call (530) 823-4211 extension 145 to register by phone.

City Rights: The City of Auburn reserves the right to reject any or all Proposals, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective Proposal received. No binding contract will exist between the submitter and the City until the City executes a construction services agreement.

Contact with City Employees: All Contractors interested in this request (including the Contractor's employees, representatives, agents, lobbyists, attorneys, and sub-contractors) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential proposers, assure that contract decisions are made in public, and protect the integrity of the selection process. All contacts regarding this selection process should be addressed to the authorized representative identified in the next paragraph.

Questions: Questions pertaining to this Request for Proposal, the selection process, contract issues or requests for changes to the Construction Services Agreement must be received in writing prior to 4:00 PM on February 27, 2023, and shall be submitted in writing to:

Mengil Deane
Public Works Manager
City of Auburn ~ Public Works Department
1225 Lincoln Way
Auburn, CA 95603
mdeane@auburn.ca.gov
Phone (530) 823-4211 x145
Fax (530) 885-5508

All responses to submitted questions will be in the form of written Addenda sent to all firms that have registered as a Request for Proposal holder, per the requirements provided in "Instructions" above. All costs associated with the preparation and submittal of the Proposal shall be borne by the proposer.

All Proposals shall become the property of the City of Auburn. The City reserves the right to reject any and all submittals; to request clarification of information submitted; to request additional

information from competitors; and to waive any irregularity in the submission and review process. None of the materials submitted will be returned unless they are not submitted in a timely manner.

The Proposals will become a public record and available for release to the public upon selection of a successful consultant after an agreement is reached.

VIII. Request for Proposal Deadline

Date: March 6, 2023
Time: 4:00 p.m.
Location: City of Auburn ~ Public Works Department
1225 Lincoln Way, Room 3
Auburn, CA 95603

Label: Proposal for Solar Energy Services

Thank you in advance for your interest and response to the City's Request for Proposal.

Appendix A – Construction Services Agreement

Appendix B – Billing Rates

The Contractor must provide a table outlining the Company's hourly-rates used for billing work. Four areas of interest are:

1. Labor Costs – loaded (benefits and overhead), by position
2. Equipment Costs
 - a. Large Equipment (ex. Backhoe, Excavator, Dump Truck)
 - b. Mid-Size Equipment (Utility Truck, Trailer, Bobcat)
 - c. Small-Equipment (Wacker / Tamper, Safety Equipment, Traffic Control)
3. Overhead Percentage
 - a. Administrative Overhead (if any)
 - b. Vehicle / Equipment Overhead
 - c. Material Overhead
4. Overtime Mark-Up

Note: City requires prevailing wages and acknowledges the need to revisit labor rates at the beginning of each fiscal year.